

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Associate Property Agent (\$4255-\$5172)**
Junior Property Agent (\$2724/\$3156) and Assistant Property Agent (\$3538/\$4300)
Permanent, Full Time

Location: Department of Veterans Affairs
Farm and Home Division – Escrow Unit
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

Duties and Responsibilities:

Under the general direction of the Senior Property Agent the incumbent is responsible for the more complicated technical assignments in the Escrow Unit exercising a reasonable degree of independence.

- Review and analyze incoming Farm and Home Improvement Loans, construction and rehabilitation loan documents, set up draw accounts, review payment requests, prepares Request for Distribution for the issuance of progress payments. Reviews Construction Loan Modifications and Change Orders.
- Review Mitas account payments. Audit closed accounts for compliance. Analyze the construction interest report. Review draw accounts. Prepare memorandum to the current insurance holder and send the Life and Disability to the company.
- Review Escrow Instructions, which include Construction, Rehabilitation and Regular Loan.
- May act as lead in the absence of the Senior Property Agent.
- May act as liaison between the district offices and headquarters units to assist with the smooth processing of construction and rehabilitation loan progress payments and draws.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA 95814

Inquiries:

Voice: (916) 653-1984
TDD: (916) 653-1966

Attn: Juanita Rios, Reference M80#130 06/07

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: May 25, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-5393-802 RELEASED: 5.10.07